

The Right to Information Act Shriram Education Society's

Shriram Kala MahilaMahavidyalaya,Dhamangaon Rly

The Right to Information Act

The Right to Information Act, 2005 has been enacted by the Parliament. It has come into force from 15 June 2005. It provides for the right to information for citizens to secure access to information under the control of public authorities to promote transparency and accountability in the working of every public authority.

Implementation of 'The Right to Information Act, 2005' in Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly {Right to Information Act, 2005,under (Section 4(1) (b) (i)}

1. Particular of Organization and Function and Duties:-

Name of the Institution:-

Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly established by Shriram Education Society in 09th July 1999.

Function and Services: - HEI has permanently affiliated with SantGadge Baba Amravati UniversityUGC recognized it with U/S 2(f) and 12 (B). It is an ISO (9001:2015) certified institute of Otabu Certification Limited (UK)

HEI discharges its function by the rules and regulations provided in the Maharashtra Public University Act 2016 and instruction/order issued by Directorate Higher Education and Government of Maharashtra and SGBAU.

Duties:- To support the women students in the nearby areas. It tries hard to achieve its mission and goals.

Profile of Institution: - It is a Government Aided College.

2.The powers and duties of its officers and employees:-

Website link: <https://shriramahilacollege.in.ac/>

3. Procedure followed in the decision-making process, including channels of supervision and accountability:-

* The Governing body is the executive body of the institute. It takes the decisions relating to the appointments, finance and administration. As per the rules and the regulations of the governments.

* Under Act 97 of the Maharashtra Public University Act, the CDC has been entrusted with the responsibilities of academic and extra-curricular activities.

* The Principal is the head of the institute who takes the decisions.

* It followed the de-centralization methods.

4. The norms set by it for the discharge of its functions:-

Establishment of Department:-

- a) The HEI established Academic Departments
- b) Administrative Department
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* The Duties and Functions of the Head and Senior clerks:-

* Recruitment Process:-

- a) Advertisements
 - b) Receipt of application
 - c) Scrutiny of applications
 - d) Sending call letters to the qualified candidates for interviews
 - e) Calling for the selection committee
 - g) Conduct of interviews
 - h) Submission of the interview reports to the concerning authorities
 - i) Issues appointment letters to the selected candidates
 - j) Makes entries in the service books of all the employees
- * The Confirmation letters issued to the employees after successful completion of probation period
- * Entries are made in Inward Register
- * General letters are disposed of within seven days
- * To accept the Scholarships forms, Free ships forms, and send to the Social Welfare Office with the help of the senior clerk.
- * Updated University portal and enrolled the students
- * Issue Identic–Cards, Bonafide certificates, etc.
- * T.C. is issued on the same day after the completion of all the formalities.
- * To issue hall tickets and Mark Sheets from the date of the recipient after the completion of all the formalities.
- * Cash voucher on the same day.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-

* Issue of Stationery, Teaching Diaries, List of the student's, etc., on the same day or within 30 minutes

* Prospectus: describes admission, scholarships, the student conducts, etc.

* Circulations of notifications immediately after it received from the SGBAU.

6. A statement of the categories of documents that are held by it or under its control;* Resolutions/Notifications/Circulars:-

*Issued by the Central-Government/State-Government/UGC/MHRD/University, etc. only non-confidential.

* Agenda for meeting and Minutes of the meetings.

* **Personal Files:-**

As regards appointments, confirmations, pay-scale, promotion under CAS, leaves, service books, etc.

* **Confidential Report:-**

Keep yearly assessment of both the teaching and non-teaching

* **List of the Admitted Students:-**

To keep the records of all the admitted students and transference certificates.

* **Records of Marks:-**

Each department keeps the records of practical/viva-voce/oral/counter

Profile and tabulation reports.

* **Time Table:-**

Keeps the records of the work-loads of each teaching faculty and distributes in the departments.

* **Building Records:-**

a) **Land Acquisition Record:**

All details of the land, measurement of constructed areas, architectural plans, etc.

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public to the formulation of its policy or implementation thereof:-

* The Governing Body is the supreme authority who helps in the formulation and implementation of the policies to reach the mission and aim of the society.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its partner for its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for the public.

* **Governing Body:-**

a) Shall be the supreme authority of the institute

b) The Constitution of the Governing Body, the terms of its members and powers, and function shall such may describe in the Constitution

*** Grievance Redressal Cell/ICC/Anti-Ranging Committee:-**

The powers and functions shall be such as prescribed in the Government Resolutions, Notifications, and Circulars

1. A directory of its officers and employees:-

9. A directory of its officers and employees:-

Directory of its Officers and Employees

Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly		
Teaching faculty as on July 2021		
Sr.No		
1	DrNandkishor U. Raut	Principal-in-Charge
2	DrMonali V. Ingale	Associate Professor in Home-Economics
3	MrNitin M. Bihade	Assistant Professor in Political-Science
4	MrAbhijeetP.Doad	Assistant Professor in Geography
5	DrYogesh S. Kashikar	Associate Professor in English
6	Dr Rajesh A. Ade	Assistant Professor in English
7	DrSudhir D. Pahare	Physical Director
8	Dr Neeta A. Kene	Librarian

Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly		
Non-Teaching faculty as on July 2021		
Sr.No		
1	Mr Ajay D. Kulkarni	Head Clerk
2	Mr Rajesh R. Bhaiya	Senior Clerk
3	Mr Rajesh N. Marve	Junior Clerk
4	MrNagorao B Pachbuddhe	Peon
5	MrSantosh K. Sisode	Peon
6	MrSharad S. gawarle	Peon
7	Smt. Kalpana D. Chavhan	Peon
8	MrPraful P. Kamble	Library Attendant

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-

Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly						
Salary of Teaching faculty for Month: December 2021						
Sr.No	Htevarth ID	Name of the Employee	Basic Pay	Gross Pay	Total Deduction	Net pay
1	06DHENURM7501	DrNandkishor U. Raut	143600	197932	76732	121200
2	06DHEMVIF7501	DrMonali V. Ingale	147900	203823	59189	144634
3	06DHENMBM7801	MrNitin M. Bihade	89800	124226	16485	107741
4	06DHEAPDM8102	MrAbhijeetP.Doad	89800	124226	23050	101176
5	06DHEYSKM7801	DrYogesh S. Kashikar	143600	197932	55347	142585
6	06DHERAAM7601	Dr Rajesh A. Ade	92500	129125	20286	108839
7	06DHESDPM7301	DrSudhir D. Pahare	147900	203823	48200	155623
8	06DHENAKF7401	Dr Neeta A. Kene	131400	181218	66320	114898

Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly						
Salary of Teaching faculty for Month: December 2021						
Sr.No	Htevarth ID	Name of the Employee	Basic Pay	Gross Pay	Total Deduction	Net Pay
1	06DHEADKM7101	Mr Ajay D. Kulkarni	20560-4300	74731	13123	61608
2	06DHERRBM7101	Mr Rajesh R. Bhaiya	16050-4200	60948	15845	45103
3	06DHERNMM7201	Mr Rajesh N. Marve	12010-2400	43486	21106	22380
4	06DHENBPB7301	MrNagorao B Pachbuddhe	9730-1500	33978	14403	19575
5	06DHESKSM7503	MrSantosh K. Sisode	9730-1500	33978	8338	25640

6	06DHESSGM6701	MrSharad S. Gawarle	8890-1500	31466	16197	15269
7	06DHENAKF7401	Smt. Kalpana D. Chavhan	28000	38760	7500	31260
8	06DHEPPKM8501	MrPraful P. Kamble	23800	33006	12211	20795

11. The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports disbursements made:-

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

* NSS Volunteers perform various activities in the adopted village



13. Particulars of recipients of concessions permits or authorizations granted by it;

* Shriram Kala MahilaMahavidyalaya, does not give any concession

14. Details in respect of the information, available to or held by it, reduced in an electronic form:-

- *All institute documents are stored in physical as well as in electronic form.
- * All admitted students' data is stored in physical as well as in electronic form.
- * All financial data is stored is in physical as well as in electronic form.
- * All establishments data is in physical as well as in electronic form.

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-

- *The Library is maintained only for its staff and its students.
- * The working hours of the library are between 11.00 to 4.00 pm.
- * It remained closed on all Sundays and public holidays declared by the Government of Maharashtra.

16.The names, designations and other particulars of the public information Officers; Information Officer:-

Public Information Officers and Appellate Authorities in Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly

Mr Ajay D. Kulkarni
Public Information Officer and Head of Clerk,
Mo.9423123627
Email: ajaykulkarni389@gmail.com

Appellate Authority:
DrNandkishor U. Raut
Appellate Authority and Principal-in-Charge
Mo.9970886531
[Email:-nandkishorraut7@gmail.com](mailto:nandkishorraut7@gmail.com)

17. Such other information as may be prescribed; and thereafter, update these publications every year:-

Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly
under RTI Act 2005 with immediate effect and until further orders.

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Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly
under RTI Act 2005 with immediate effect and until further orders.

Sr.No	Name of the Officer	Designation
1	Dr.NandikishorU.Raut	Principal
2	Ajay DigambarKulkarni	Head-Clerk

Shriram Kala MahilaMahavidyalaya, Dhamangaon Rly received the following forms;

2011- 2012

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)

Off-line	01	Nil	01	01	Nil	Nil	Nil

2012-2013

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	01	Nil	01	01	Nil	Nil	Nil

2013-2014

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2014-2015

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2015-2016

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2016-2017

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

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2017-2018

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2018-2019

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2019-2020

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2020-2021

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received (in Rs)	Additional Fee Received (in Rs)
Off-line	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2021-2022

Mode of RTI	RTI applications received	Appeals Received	RTI Transferred	Disposed of RTI	Disposed of Appeals	RTI Fee Received	Additional Fee
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	received					(in Rs)	Received (in Rs)
Off-line	01	Nil	01	01	Nil	Nil	Nil

Steps of Filing RTI Online in Shriram Kala MahilaMahavidyalaya,Dhamangaon Rly

Here's a step by step guide to filing an RTI application for Shriram Kala MahilaMahavidyalaya,Dhamangaon Rly

Write a formal application:-

It may be neatly hand-written or typed.

Mentioned the top " Application under RTI act 2005".

RTI application can be in English, Hindi, or Marathi.

State your request in the form of specific, detailed questions.

Ask for documents if required.

The applicant has to make a payment of Rs. 2 per page if he/she is not below the poverty level.

Attach Government RTI Fee in the form of IPO/DD/MO etc., Pay fee

To,

The Account Officer or Principal

Provide your full name and address, contact details, email address, and sign the application clearly.

The law mandates that information be provided within 30 days.

If this does not happen, you can file an appeal. The first appeal should be addressed

To

The Appellate Authority

The appellate authority is mandated to revert in 45 days from the date of receipt of the appeal.

If the Appellate authority refuses/fails to reply, further appeals, write

To,

The Information Commission,

The Chief Information Commissioner,

The State/Central Information Commission